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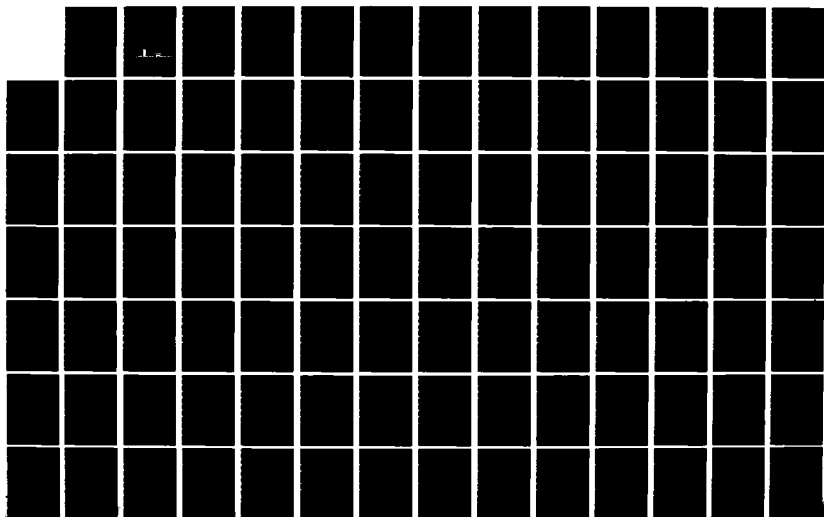
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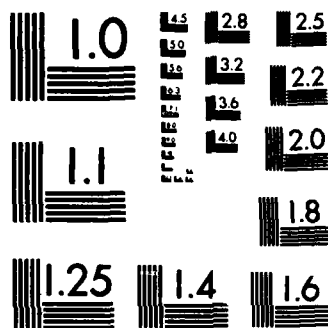
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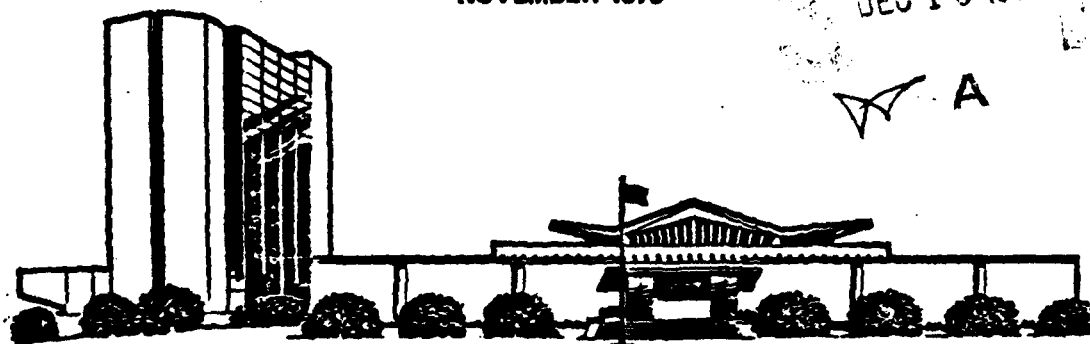
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Lister Hill Technical Report CR-81-12

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50772-101

REPORT DOCUMENTATION PAGE		1. REPORT NO.	2.	3. Recipient's Accession No.
4. Title and Subtitle Reporting Requirements for the Army Library				5. Report Date November 31, 1978
7. Author(s) Lovelace, Joan S., The MITRE Corporation				6. U294008
9. Performing Organization Name and Address The MITRE Corporation Metrek Division 1820 Dolley Madison Boulevard				8. Performing Organization Rept. No. WP-13518
				10. Project/Task/Work Unit No. 1301E
				11. Contract(s) or Grant(s) No. (C) NO1-LM-6-4753 (G)
12. Sponsoring Organization Name and Address Lister Hill National Center for Biomedical Communications, National Library of Medicine, National Institutes of Health, Public Health Service, Department of Health & Human Services				13. Type of Report & Period Covered Contractor Report
14.				
15. Supplementary Notes				
16. Abstract (Limit: 200 words) <div style="text-align: center;"> <p>↙</p> <p>The reports described in this document have been developed specifically for the Army Library, Pentagon. They constitute a subset of the general reports developed for the circulation module of the National Library of Medicine, Lister Hill National Center for Biomedical Communication's Integrated Library System (ILS).</p> <p>↑</p> </div>				
17. Document Analysis a. Descriptors				
b. Identifiers/Open-Ended Terms Reports Reporting Requirements Circulation module				
c. COSATI Field/Group				
18. Availability Statement Unclassified - Unlimited		19. Security Class (This Report) Unclassified		21. No. of Pages
		20. Security Class (This Page) Unlimited		22. Price

(See ANSI-Z39.18)

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1.0 INTRODUCTION

The Lister Hill National Center for Biomedical Communications as the R&D arm of the National Library of Medicine is developing an integrated minicomputer based library system (ILS). The circulation module of the system is currently being implemented at the Army Library, Pentagon. As part of the design of the circulation module a series of reports has been developed. These reports include library correspondence generated by the circulation department (overdue, reserve, and recall notices), bibliographies, and management reports for better control of the collection and evaluation of library services. The reports requirements described in this document reflect the needs of the Army Library, Pentagon. They are a subset of the general reporting requirements developed for the ILS circulation module. The generic requirements will be discussed in a separate paper.

The primary purpose of this task was to identify the needed reports and to design their format. Also, the data elements in each report were to be matched against the record design. Thus the assignment involved frequent interaction with the design team.

The bulk of this paper contains report formats and descriptions. A summary chapter gives a table showing report name, frequency, and use. The column, "Report Elements Missing", requires some explanation. As reports were developed, elements were required that were not present in the original design of the records. These have now been added;

however, the chart and the text - as interim documentation - contain references to these missing data elements. As the system now stands there are no missing data elements.

This chapter will discuss further the current reporting system and the advantages of automating reports. It will note the various report categories, each of which comprises a separate chapter. It will also discuss in general terms how reports have been described.

1.1 The Army Library's Current Reporting System

Like many libraries with manual circulation systems, the Army Library's reporting system was time-consuming, tedious, and yielded minimal information. The number of books checked out daily was estimated; no attempt was made to determine the number of circulating items by classification. The number of returns was estimated at 99% of the items checked out and scheduled for return. Individual librarians kept tallies of the number of interlibrary loans processed, reserves placed, telephone calls for overdue or reserved books for the weekly summary and monthly manpower report. There was no information available on patrons or patron usage of the library.

1.2 Opportunities Afforded by Automation

Although the primary function of an automated circulation system is better control over the collection, a secondary purpose is to collect better statistical data with less effort. The automated circulation system would generate most of the library's correspondence - overdue notices, reserve notices and interlibrary loan status reports.

It would give not only total circulation figures, but also a breakdown by classification or type. It could also give information on how individual items were used (that is, within the library, for regular borrowing periods, or on extended loan). More importantly the system would enable the library to identify classes of library patrons and to determine how each class used the collection and reference services available. This information, in turn, could be used to determine how effective the library was in meeting its patrons' needs.

1.3 Report Categories

The reports described in this document have been organized into several broad categories.

- o Circulation Unit Correspondence
- o Reports For Patrons
- o Management Reports - Day-to-Day Activities
- o Management Reports - Yearly
- o Miscellaneous

The Circulation Unit Correspondence includes overdue and reserve notices, receipts for return of items, inventory reports to patrons who have items on extended loan and other similar notices.

Reports For Patrons include subject bibliographics and a current awareness service. At a later date a Selective Dissemination of Information System which will provide patrons with updated literature based on a profile of user interests, may be implemented and requirements for these reports are included as well.

Management Reports include statistical information on the use of the collection. This includes a breakdown of registered borrowers. It also includes information on the system itself and the Monthly Activity Report which is required by the Army. This report has been separated into two chapters. The first deals with day-to-day operations and the second discusses year-end or other infrequent reports such as a users survey.

A report for the Federal Library Survey is included under Miscellaneous Reports, as is a report on use of the patron file required by the Privacy Act.

1.4 Report Descriptions

For each report identified the following information is given: The content of the report is described; its purpose, distribution and frequency of generation is noted. The suggested format for the report is depicted. Whenever applicable, data elements for the reports are matched against the data elements for the record. Activities for the transaction log are noted in the summary chapter.

2.0 METHODOLOGY

Because the primary aim of this task was to meet the Army Library's reporting needs, considerable time was spent examining the current reports and talking to library staff about the type of information needed to make decisions or to justify decisions that would be made. For example, concern for funding was the impetus for the User Survey, which is a study of patron use of library services. At present the Army Library services a wide clientele although it is funded exclusively by the Army.

Not only was the type of report considered, but particular attention was given to wording and format. Each report documented here has been matched against current reporting and checked with the Army Library people who will be using it.

As far as the design team was concerned the objective of this report was to define the data elements. If the report requirements indicated additional elements were needed, this was a consideration for the design of the data base. To provide this information, a series of matrices were developed which are described below.

2.1 Description of the Matrices

There are three separate matrices, one for each type of record. Figure 1 illustrates the matrix for the Item Activity Record, which contains the information on a book's status and its use or "activity." The data elements that comprise the record are shown on the horizontal axis (identified as file elements), each data element in a given re-

FILE ELEMENT	REPORT ELEMENT	ITEM ID	ITEM ACTIVITY RECORD	
		INTERNAL ID		
VOL. #				
ISSUE - PART #				
TYPE OF ITEM				
COPY #				
REF. CIRC DIS.				
CALL #				
PUB. DATE				
MAXIMUM LOAN PERIOD				
STATUS CODE				
DUE DATE				
PATRON ID				
DATE ITEM LAST USED				
TOTAL # OF USES				
TOTAL RESERVES				
RESERVED FOR				
ASSOCIATED MESSAGES				

FIGURE 1
ITEM ACTIVITY RECORD MATRIX

port is listed in the column titled "report element" and is then matched against the record. Figure 2 and Figure 3 shows the Patron Record Matrix and the Circulation Item Main Record Matrix respectively. Each report in this document utilizes elements from one or more of these records. For example, the List of Patrons uses information contained solely in the file of patron records. The Reserve Notice uses elements from all three.

2.2 Definition of the Data Elements

For most of the data elements the meaning is obvious. Patron name refers to the name of the patron as it appears in his patron record. However, the meaning of all data elements is not equally apparent. This section will define those elements in each record which might be confusing. The purpose of this definition is to ensure that the definition of the element for the report coincides with the definition of the element by the data base design group.

2.2.1 Item Activity Record

The following are data elements and definitions for the Item Activity Record:

Item ID - the bar code number that uniquely identifies the item being circulated

Internal ID - any other identification number

Volume # - applicable only to multi-volume works or serials

Issue Part # - applicable only to multi-volume works or serials

Type of Item - may be designated as a monograph, serial or law item, slide, record, etc

FILE ELEMENT	REPORT ELEMENT	PATRON RECORD	
		NAME	TYPE
		NAME OR TITLE	
		SERVICE	
		AGENCY SYMBOL	
		WORK ADDRESS	
		WORK PHONE	
		ROOM NUMBER	
		DATE OF RECORD ENTRY	
		SBI PROFILE	
		EXPIRATION DATE	
		SUBJECT IN SBI	
		DATE LAST USED	
		HOME ADDRESS	
		HOME PHONE	
		CONTRACT	
		DATE CONTRACT EXPIRES	
		SCHOOL AFFILIATION	
		DATE SCHOOL EXPIRES	
		POINT OF CONTACT	
		BAR CODE I.D. #	
		MESSAGES	
		LOAN PERIOD	
		TOTAL US\$S	

FIGURE 2
PATRON RECORD MATRIX

FILE ELEMENT	REPORT ELEMENT	LC CARD #	CIRCULATION ITEM MAIN RECORD	
		ISBN		
		ISSN		
		LOCAL CALL #		
		(AUTHOR) MAIN ENTRY		
		TITLE STATEMENT		
		DATE OF PUBLICATION		
		SERIES STATEMENT, CORP		
SUBJECT HEADING				

FIGURE 3
CIRCULATION MAIN ITEM RECORD MATRIX

Copy # - applicable wherever there are multiple copies of the same work

Ref. Circ. Dis. - indicates whether a copy is for reference or for circulation

Call # - classification number

Publication date - date of publication

Maximum loan period - two weeks for monographs, one week for serials, overnight for reference works (as an example)

Status code - whether an item is checked out, or on reserve, at the bindery or on the shelf

Due date - when an item currently checked out is due in the library

Patron ID - if an item is checked out, the ID number of the person to whom it is checked out

Date item last used - the date when an item is checked out

Total # of uses - within a year's period, the number of times an item circulated

Total reserves - the number of patrons who have requested a reserve on a specific item

Reserved for - the list of patron ID numbers for whom the item is reserved in order of their reservations

Associated messages - this is available for notes of a transient nature; for example, the circulation personnel might note that an item was damaged or needed repair

2.2.2 Patron Record

The following is a list of data elements and definitions for the patron record:

Name - name of the patron

Type - may be regular, retired, student, contractor or a library (for Army Library)

Rank or title - refers to either military rank or preferred form of address, (Mr., Mrs., Ms.).

Service - indicates branch of the service for both retired and active duty military personnel.

Agency symbol - identifies offices for within DoD personnel such as DCA, JCS.

Work address - self-explanatory, used for Pentagon personnel, contractors.

Work phone - self-explanatory.

Room number - self-explanatory.

Date of record entry - date the patron record was made.

SDI profile - that the patron is entitled to have special bibliographics (SDI report) prepared for him. It will state the desired frequency of updates and predefined format of his report.

Expiration - the date after which the SDI profile will not be run.

Subject in SDI - self-explanatory.

Date last used - the date the patron last checked out an item.

Home address - self-explanatory - used for retired military personnel.

Home phone - self-explanatory - personnel.

Contract - contract number for contractor libraries.

Date contract expires - self-explanatory.

School affiliation - for patrons who are students.

Date school expires - self-explanatory.

Point of contact - the librarian to whom interlibrary loans are made.

Bar code ID # - the patron's unique bar coded identification number.

Messages - free text.

Loan period - used for VIPs or offices with extended borrowing privileges.

Total uses - a register of how many times the patron has used the library; cleared once a year.

2.2.3 The Circulation Item Main Record

The following is a list of data elements and definitions for the Circulation Item Main Record, or bibliographic record:

LC Card # - Library of Congress card number

ISBN - International Standard Book Number

ISSN - International Standard Serial Number

Local Call # - the classification number used by the Army Library

(Author) Main Entry - usually the author of a book, but may be a corporate author

Title Statement - the title of the book

Series Statement Corp. - if a work is one in a series, there will be a statement with the title of the series. May also be used for corporate author.

Subject heading - refers to Library of Congress subject headings.

2.3 Organization of Report Matrices

The report matrices match the data elements in the reports against the data elements in the original design of the records. Since the matrices are of interest only to the design team, they have been collected and placed in a separate appendix. They are organized in Appendix A by report type (correspondence, patron, management) and follow the arrangement of reports contained in the body of the text.

3.0 CIRCULATION UNIT CORRESPONDENCE

One of the major advantages of the new circulation system is that correspondence relating to overdue or reserved books can be generated automatically. This will not only free staff members from time-consuming telephone calls, but once implemented, should result in more books being returned on time. Circulation Unit Correspondence falls into four categories: overdue notices, inventory reports, reserve notices and receipts. Each of these will be described in this section.

3.1 Overdue Notices

At the present time the Army Library does not send out overdue notices. To accustom patrons to the new policy, two forms of overdue notices have been developed.

3.1.1 Courtesy Notices

The first format is called a Courtesy Notice and is shown in Figure 4. This notice lists all items checked out to the patron; overdue items are marked with an asterisk. If the item is not returned, the notice is generated again with two asterisks after the item. This will be incremented up to five asterisks. The notice is formatted so that the patron address, which includes rank, name, and work address including room number (if applicable), is printed on the lower third of the page. This should facilitate mailing. This feature will be true for all Circulation Unit Correspondence.

The Army Library, Pentagon
Room 1A518
Washington, D. C. 20310
Tel: 202-695-5413
Autovon 225-5413

(day's date)

This is a complete listing of all material charged to you.

Overdue items are marked with an asterisk and should be returned
as soon as possible.

<u>Call Number</u>	<u>Author</u>	<u>Title</u>	<u>Date Charged</u>	<u>Date Due</u>
--------------------	---------------	--------------	---------------------	-----------------

To: (patron rank) (patron name)

(address) _____

FIGURE 4

OVERDUE OR COURTESY NOTICE

The Army Library, Pentagon
Room 1A518
Washington, D. C. 20310
Tel: 202-695-5413
Autovon 225-5413

(day's date)

The following materials charged to you to date are overdue. Please
return them immediately.

<u>Call Number</u>	<u>Author</u>	<u>Title</u>	<u>Date Due</u>
--------------------	---------------	--------------	-----------------

To: (patron rank) (patron name)

(address) _____

Figure 5

ALTERNATE OVERDUE NOTICE

3.1.2 Alternate Overdue Notices

Although the library does not intend to use this notice immediately, as the patrons become accustomed to overdue notices this format (Figure 5) may be adopted.

This notice would be generated one week after an item fell due, and would include all items that were overdue on that date. Subsequent notices would add an asterisk to outstanding overdues. The data elements are shown in Appendix A, Figure A-1.

3.1.3 Delinquent Borrower's Letter

The delinquent borrower's letter (Figure 6) is sent after several months have passed. The key to this report is the date the item was checked out. For example, in May the library might send such letters to patrons holding books which fell due in January. These notices would be generated once a month. The data elements are shown in Figure A-2.

3.2 Inventory Reports

Inventory reports are statements to patrons listing the items checked out to them. Both VIP patrons and libraries participating in interlibrary loan receive such reports.

3.2.1 Inventory Notice for Items on Extended Loan (VIPs)

VIPs are regular military with General/Flag rank (brigadier general or above) and civilian employees with the rank of GS-16 or above. These patrons are granted extended loan privileges, which means that the patron is not required to return the book to the library at a set date, therefore, no item can be considered overdue.

The Army Library, Pentagon
Room 1A518
Washington, D.C. 20310
Tel: 202-695-5413
Autovon 225-5413

(Day's Date)

The following item(s) has been reported overdue since
(date checked out) _____. If you require the material for an
additional period, please notify the library so that the item(s)
can be renewed for two more weeks. If it is lost, please notify
the library. Thank you for your cooperation.

CALL
NUMBER

AUTHOR/TITLE

DATE
DUE

TO: (Patron rank), (Patron Name)

(Address) _____

FIGURE 6

DELINQUENT BORROWER'S LETTER

However, the Army Library would like to control items on extended loan and retrieve those that are no longer being used by the patron. Therefore, VIP patrons will be issued a statement detailing which items have been checked out to them. The format for this statement is shown in Figure 7, and the data elements in Figure A-3.

These reports will be generated monthly.

3.2.2 Interlibrary Loan Status Reports

The Interlibrary Loan Status Report is generated monthly and is sent to any library (patron) that has borrowed items from the Army Library during that month that are still outstanding.

The format (Figure 8) includes a column "Date Returned" which is marked with an asterisk. This column may be filled in by the recipient to indicate items returned, (but perhaps not yet received by the Army Library).

It should be noted that the address includes the name of the contact person at the borrowing library.

Data elements are shown in Figure A-4.

3.3 Reserve Notices

Reserve Notices are generated daily and sent to patrons who have requested an item which has now been returned to the library. The privilege of placing reserves is limited to specific classes of borrowers, which will be indicated in the patron record. At present this is an optional report for the Army Library; notification of items

The Army Library, Pentagon
Room 1A518
Washington, D. C. 20310
Tel: 202-695-5413
Autovon 225-5413

(day's date)

The following items have been checked out to you. If this is not
in agreement with your records please notify the Army Library,
Circulation Desk.

<u>Date Borrowed</u>	<u>Call Number</u>	<u>Author/Title</u>	<u>Date Due</u>
			(extended date)

To: (patron rank) (patron name)

(address) _____

FIGURE 7

INVENTORY REPORT FOR ITEMS ON EXTENDED LOAN (VIPs)

The Army Library, Pentagon
Room 1A518
Washington, D. C. 20310
Tel: 202-695-5413
Autovon 225-5413

(day's date)

The following items have been borrowed from the Army Library. If this agrees with your records please sign and return one copy. If there are discrepancies, please note and return.

<u>Date Borrowed</u>	<u>Call Number</u>	<u>Author/Title</u>	<u>Date Due</u>	<u>Date Returned*</u>
----------------------	--------------------	---------------------	-----------------	-----------------------

Total Items

(Name of Library) _____

(Address) _____

Attn: Contact Person _____

FIGURE 8

INTERLIBRARY LOAN STATUS REPORT

being held on reserve will continue to be made by telephone. The format for the notice is depicted in Figure 9 and the matrix of data elements in Figure A-5.

3.4 Receipt for Check-in

The receipt for an item check-in is an optional report generated whenever a receipt is requested by a patron. Since the item may be a piece of equipment rather than a book, the work "description" rather than "author/title" is used. Figure 10 gives the format and Figure A-6, the data elements.

The Army Library, Pentagon
Room 1A518
Washington, D. C. 20310
Tel: 202-695-5413
Autovon 225-5413

(day's date)

The following item(s) which you requested are being held at the
Circulation Desk. Please pick it (them) up at your earliest
convenience. Items will be held for three days only.

Call Number

Author

Title

To: (patron rank) (patron name)

(address) _____

FIGURE 9

RESERVE NOTICE

The Army Library, Pentagon
Room 1A518
Washington, D.C. 20310
Tel: 202-695-5413
Autovon 225-5413

(day's date)

The following item(s) has been returned to the Army Library.

<u>Item ID</u>	<u>Description</u>	<u>Patron to whom Checked Out</u>
(may be author/title)		

FIGURE 10

OPTIONAL RECEIPT FOR CHECK-IN

4.0 REPORTS FOR PATRONS

The Readers' Services Branch currently prepares a number of bibliographies each year for general distribution. The library also issues a monthly listing of new acquisitions which usually includes the monthly supplement to the Air University's Index to Military Periodicals. When the automated circulation system is fully operational with all items bar-coded and having complete records, it will be possible to generate some of these reports automatically. Additionally the system offers the capability of an SDI system (Selective Dissemination of Information) to tailor bibliographies for individuals and to provide updates at pre-established intervals.

This chapter then considers the following types of reports - bibliographies, current awareness notices, and SDI reports.

4.1 Bibliographies

Bibliographies currently prepared by the Army Library include separate sections for monographs, periodical articles and newspapers, and law monographs and articles. The subjects are fairly narrow topics - volunteer army, cruise missile and race relations are examples. Although some bibliographies might be prepared using one or more Library of Congress subject headings, others would need the more complicated search strategies described under SDI reports.

There are serious shortfalls on this report. Only monographs and law monographs could be included. For monographs, publishers and pagination is lacking. Individual periodical articles are not included in the data base, nor are newspaper articles.

The data elements for this report are shown in Figure A-8.

The search strategies for these bibliographies should be recorded (like SDI profiles) because they are frequently updated. Also, these could be the beginnings of the SDI system.

4.2 Current Awareness Reports

The Army Library currently issues a publication listing all new acquisitions by subject categories. These subjects reflect Library of Congress subject headings. The entry for a monographic includes pagination along with a full bibliographic citation. The second part of the report is a reprint of the month's Index to Military Periodicals (also arranged by subject) with asterisks designating periodicals held by the Army Library.

The automated circulation system can help in the preparation of this report by identifying newly catalogued items. The elements for the new acquisitions section of this report are shown in Figure A-9.

4.3 SDI Reports

The capability to produce SDI (Selective Dissemination of Information) Reports is desired by the Army Library; however, the full SDI service will be deferred.

Selective Dissemination of Information reports tailor a bibliography to a user's needs and periodically provide him with updated information. The search strategy may be confined to an author/researcher, to a topic or to whatever a particular author has written on a specific topic. Normally the search strategy "belongs" to the individual user;

that is, no one else requires the same combination of descriptors so that bibliographies for two individuals, even in the same subject area, will differ. This may not be true for the Army Library's service.

The SDI service will be implemented in stages, the first will involve more frequent updating of current bibliographies. Although the details of implementation are beyond the scope of this paper, the impact of the service for system design is not. Therefore, the requirements for the various stages are listed below.

1. In the beginning it must be possible to develop search strategies for "canned reports" which will be subscribed to by several users. There must be a way to establish a SDI profile with a list of patrons to whom the report is to be sent.
2. For monographs the SDI format requires publisher information and pagination.
3. When periodical articles are included it will require author, article title, periodical title, volume, date of issue, and pagination.
4. It will be necessary to develop and maintain an authority file of descriptors. These descriptors should be separate from any subject headings assigned.
5. If descriptors are not to be used, keyword searching of titles and abstract (uncontrolled vocabulary) should be considered.

The format of the report may vary depending on user preference.

The possible formats could include the following.

1. Author, title, call number (for monographs)
Author, title, journal, issue, pages (for periodicals)
2. Full bibliographic citations for both monographs and periodicals. The citation for monographs could include pagination.
3. Full citation plus abstracts.

The report itself should include a number or title for the search strategy and a list of the subject headings, descriptors or keywords used (along with the logic).

5.0 MANAGEMENT REPORTS: DAY-TO-DAY OPERATIONS

This chapter describes reports required for the day-to-day operations of the library. These may be generated daily, weekly or monthly. Yearly reports that reflect overall usage of the library are discussed in Section 6.0.

For ease in reviewing by the Army Library this chapter is divided according to the section generating or using the report. These sections include the following:

- o Circulation Unit (including the periodicals section)
- o Reference Section
- o Law
- o Administrative

5.1 Circulation Unit Reports

These reports fall into two categories - statistical information that is generated about use of the collection and status reports on patrons and items.

5.1.1 Status Reports

The status reports include the daily List of Short-Term Loans, the Weekly Patron List, and the List of Missing Books.

5.1.1.1 List of Short-Term Loans to be Recalled. There are three lists of short-term loans, for monographs, periodicals and law items. These loans are usually for overnight use of reference copies; however,

this period may be extended to a few days to include weekend or holiday periods.

The report, generated daily, asks for items due that have irregular loan periods. The information needed for each item varies according to the type of material. A monograph or reference book would need author and title; a periodical would require issue number.

The patron's name and telephone number would be required.

Although the three reports are grouped on Figure 11 and their data elements are shown on the same matrix (Figure A-11), these are three separate reports.

5.1.1.2 List of Patrons. The List of Patrons is generated weekly to serve as a backup to a massive system failure. It is divided into two sections: Valid Patrons and Delinquent Patrons (Figure 12). Each section is arranged alphabetically by the patron's last name. At present there is no automatic threshold whereby a patron is declared delinquent; it can be set at the direction of the administration.

Note that the section on delinquent borrowers should show the reason for denial of service under associated messages. The data elements are shown in Figure A-12.

SHORT-TERM LOANS TO BE RECALLED					
<u>MONOGRAPHS</u>					
<u>ITEM ID</u>	<u>DATE CHECKED OUT</u>	<u>AUTHOR/TITLE</u>	<u>PATRON NAME</u>	<u>TELEPHONE NUMBER</u>	
SHORT-TERM LOANS TO BE RECALLED					
<u>PERIODICALS</u>					
<u>ITEM ID</u>	<u>DATE CHECKED OUT</u>	<u>TITLE/ISSUE</u>	<u>PATRON NAME</u>	<u>TELEPHONE NUMBER</u>	
SHORT-TERM LOANS TO BE RECALLED					
<u>LAW ITEMS</u>					
<u>ITEM ID</u>	<u>DATE CHECKED OUT</u>	<u>AUTHOR/TITLE</u>	<u>VOLUME NUMBER</u>	<u>PATRON NAME</u>	<u>TELEPHONE NUMBER</u>

SHORT-TERM LOANS TO BE RECALLED (3 Reports)

PATRON LIST					
(ARRANGED ALPHABETICALLY BY LAST NAME)					
(DATE)					
<u>Patron Name</u>	<u>Rank</u>	<u>ID Number</u>	<u>Work Telephone Number</u>	<u>Borrowing Privileges</u>	<u>Associated Messages</u>
A. Valid Patrons					
o					
o					
o					
o					
o					
B. Delinquent Patrons					
o					(should give reason for denial of service)
o					
o					
o					
o					

FIGURE 12

PATRON LIST

5.1.1.3 List of Missing Items. The List of Missing Items is a monthly report of items whose status is reported as missing. The report is used by staff in the Circulation Unit to search for these items.

The list is divided into two sections, each of which could be considered a separate report. The monograph section is arranged by call number to facilitate searching the shelves. The periodicals section is arranged alphabetically by title. The format is shown in Figure 13 and the data elements are identified in Figure A-13.

The library staff should record the dates on which the item was searched. Three unsuccessful searches usually result in a change of status from "missing" to "lost," however, these searches may not be concluded within a one month period. It would be desirable if the date of search could be recorded on the item's activity record.

5.1.2 Circulation Statistics

Circulation Statistics are collected daily, weekly and monthly. The daily and weekly summaries are for the internal use of the Circulation Unit; the Monthly Report is required for the library's Activity Report to Army administration.

5.1.2.1 Daily Summary of Circulation Activities. The Daily Summary of Circulation Activities is not a printed report, but rather appears on the screen at the beginning of the following day and should be able to be retrieved at any time during the day. A similar report is available for reference and is described in Section 5.2.2 of this paper.

LIST OF MISSING MONOGRAPHS

(DAY'S DATE)

<u>CALL NUMBER</u>	<u>AUTHOR/TITLE</u>	<u>DATES SEARCHED</u>	<u>NOTES</u>
------------------------	---------------------	---------------------------	--------------

(ARRANGED BY CALL NUMBER)

LIST OF MISSING SERIALS

(DAY'S DATE)

<u>TITLE</u>	<u>ISSUE/PART</u>	<u>R/C COPY NUMBER</u>	<u>DATES SEARCHED</u>	<u>NOTES</u>
--------------	-------------------	----------------------------	---------------------------	--------------

(ARRANGED ALPHABETICALLY BY TITLE)

FIGURE 13

LIST OF MISSING ITEMS

The format of the report is shown in Figure 14. It calls for a breakdown of circulation by type - monographs, periodical and law - as well as for total circulation.

Several categories of information (for this report) are currently unavailable. These items are defined and their importance is discussed below.

Internal Circulation - refers to items used in the library by patrons, but not checked out. Both the Periodicals Section and the Law Section have heavy use of items within the library.

Number of Overdue Items Returned - The Circulation Section would like a breakdown on how many of the check-ins are overdue items. This figure would be studied over a period of time to gauge the effectiveness of the overdue notices.

Interlibrary Loans Borrowed from Other Libraries - This information is available through the manual system of interlibrary loans, primarily because request forms must be filled out for most libraries and it is easy and efficient to maintain the file. However, a register of the number of items borrowed by the Army from individual libraries would be a desirable feature.

Total of Photocopies made for other Libraries - At present this figure is included in the total of items loaned to other libraries. In view of copyright regulations; it may become necessary to break out this particular category of items. The Periodicals Section would like this capability.

<u>DAILY SUMMARY OF CIRCULATION ACTIVITIES</u>	
DATE (Previous day)	<u>NUMBER OF ITEMS</u>
<u>MONOGRAPHS</u>	
CHECK-INS	
CHECK-OUTS	
RENEWALS	
RESERVES	
INTERNAL CIRCULATION	
<u>SERIALS (Periodicals)</u>	
CHECK-INS	
CHECK-OUTS	
RENEWALS	
RESERVES TAKEN	
NON-RETURNABLE ITEMS	
INTERNAL CIRCULATION	
<u>LAW</u>	
CHECK-INS	
CHECK-OUTS	
RENEWALS	
RESERVES TAKEN	
INTERNAL CIRCULATION	
<u>INTERLIBRARY LOANS</u>	
LOANED TO OTHER LIBRARIES	
NON-RETURNABLE ITEMS	
TOTAL BORROWED FROM OTHER LIBRARIES	
<u>TOTAL CIRCULATION</u>	
CHECK-INS (TOTAL INC. OVERDUES)	
CHECK-OUTS	
RENEWALS	
RESERVES	
IN-HOUSE CIRCULATION	
OVERDUE NOTICES DISPATCHED	
OVERDUE BOOKS RETURNED	

FIGURE 14

DAILY SUMMARY OF CIRCULATION ACTIVITIES

5.1.2.2 Weekly Summary of Circulation Activity. Like the daily report, the Weekly Summary is a screen rather than a piece of paper. It is available on call and shows the previous week's activities. (This information is needed for the Monthly Activity Report, which requires daily, weekly and monthly breakdowns. See Figure 24.)

The format of the screen is shown in Figure 15. The data elements are identical to those in Figure 14 with the additional requirement of a total for the week in each category.

5.1.2.3 Weekly Circulation Report. The Weekly Circulation Report is a breakdown of the circulation figures. Monographs are broken down by classification number as shown in Figure 16. Notice that some categories are broken down into narrow spans of numbers. This reflects areas of the collection that are heavily used. The descriptions of the categories must be included in the reports. Serials are divided into military, English: military, foreign; non-military, English; and non-military, foreign.

5.1.2.4 Monthly Circulation Report. The Monthly Report on the collection uses the same classification breakdown and description phrasing. Figure 17 shows the format; the totals for each week are given along with the total for the month for each category. The final column calls for the percentage of total circulation for each class.

WEEKLY CIRCULATION REPORT							
TOTAL CIRCULATION							
CLASSIFICATION NUMBER	DESCRIPTION	NUMBER OF ITEMS				NUMBER OF ITEMS CIRCULATING	PERCENT OF TOTAL CIR.
		M	T	W	TH	F	
<u>MONOGRAPHS</u>							
A	GENERAL WORKS						
B	RELIGION AND PHILOSOPHY						
C	AUXILIARY SCIENCES OF HISTORY						
CR	HERALDRY						
CT	BIOGRAPHY						
D	GENERAL & OLD WORLD HISTORY						
D501-680	WORLD WAR I						
D731-838	WORLD WAR II						
D901-1075	EUROPE (GENERAL)						
DK	RUSSIA						
DS918-924	KOREAN WAR						
DS557-559	VIET NAM WAR						
DT	AFRICA						
E-F	AMERICAN HISTORY						
E201-298	REVOLUTION						
E301-453	REVOLUTION TO CIVIL WAR						
E351-364	WAR OF 1812						
E456-655	CIVIL WAR						
E714-735	SPANISH-AMERICAN WAR						
E740	TWENTIETH CENTURY						
F1401-1419	LATIN AMERICA						
F2201-2239	SOUTH AMERICA						

FIGURE 16

WEEKLY CIRCULATION REPORT

WEEKLY CIRCULATION REPORT									
TOTAL CIRCULATION									
CLASSIFICATION NUMBER	DESCRIPTION	NUMBER OF ITEMS					NUMBER OF ITEMS CIRCULATING	PERCENT OF TOTAL CIR.	
		M	T	W	TH	F			
G	GEOGRAPHY, AUTOPOLOGY, FOLKLORE								
GC	OCEANOGRAPHY								
H	SOCIAL SCIENCE								
HB	ECONOMIC THEORY								
HC	ECONOMIC HISTORY & CONDITION								
	NATIONAL PRODUCTION								
HD4801-8942	LABOR								
HE	TRANSPORTATION & COMMUNICATION								
HF	COMMERCE								
HG	FINANCE								
HM	SOCIOLOGY (GENERAL & THEORETICAL)								
HN	SOCIAL HISTORY, SOCIAL PROBLEMS, SOCIAL REFORMS								
HV	SOCIAL PATHOLOGY, SOCIAL & PUBLIC WELFARE, CRIMINOLOGY								
HY	SOCIALISM, COMMUNISM,								

FIGURE 16 (Continued)

WEEKLY CIRCULATION REPORT

WEEKLY CIRCULATION REPORT

TOTAL CIRCULATION		WEEKLY CIRCULATION REPORT							PERCENT OF TOTAL CIR.
CLASSIFICATION NUMBER	DESCRIPTION	S	T	W	TH	F	NUMBER OF ITEMS CIRCULATING		
J	POLITICAL SCIENCE -OFFICIAL DOCUMENTS								
JC	POLITICAL THEORY, THEORY OF THE STATE								
JX	INTERNATIONAL LAW, INTERNA- TIONAL RELATIONS								
K	LAW - SEE SEPARATE REPORT ENTITLED "LAW CIRCULATION"								
L	EDUCATION								
M	MUSIC								
N	FINE ARTS								
P	LANGUAGE & LITERATURE								
PC	ROMANCE LANGUAGES								
PF	GERMANIC LANGUAGES								
PG	SLAVIC LANGUAGES								
PJ	6001-8517 ARABIAN								
PL	501-889 JAPANESE								
PL	901-998 KOREAN								
PL	1001 - 3207 CHINESE								
PL	8000 - 8844 AFRICAN								
Q	SCIENCE								
QA	MATHEMATICS								
QA 76	COMPUTER SCIENCE, ELECTRONIC DATA PROCESSING								

PAGE 16 (Continued)

WEEKLY CIRCULATION REPORT

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WEEKLY CIRCULATION REPORT

TOTAL CIRCULATION		Description	NUMBER OF ITEMS					NUMBER OF ITEMS CIRCULATING	PERCENT OF TOTAL CIR.
CIRCULATION NUMBER			Q	T	W	Th	F		
QB		ASTRONOMY							
QC		PHYSICS							
QD		CHEMISTRY							
QE		GEOLOGY							
QH		NATURAL HISTORY							
R		MEDICINE							
T		TECHNOLOGY							
TA		ENGINEERING							
U		MILITARY SCIENCE							
U21.5		MILITARY UNIONS							
UA		ARMIES, ORGANIZATION, DESCRIP- TION, FACILITIES, ETC.							
UB		MILITARY ADMINISTRATION							
UC		MAINTENANCE & TRANSPORTATION							
UD		INFANTRY							
UE		CALVARY: ARMORED & MECHANIZED							
UF		ARTILLERY							
UG		MILITARY ENGINEERING							
UG 622-1425		AIR FORCES, AIR WARFARE							
UG		OTHER SERVICES							
V		NAVAL SCIENCE							
VA		NAVIES, ORGANIZATION, DESCRIP- TION, FACILITIES, ETC.							

FIGURE 16 (Continued)

WEEKLY CIRCULATION REPORT

WEEKLY CIRCULATION REPORT									
TOTAL CIRCULATION		DESCRIPTION		NUMBER OF ITEMS					PERCENT OF TOTAL CIR.
CLASSIFICATION NUMBER				W	T	F	TH	F	
VE VG Z Z 662-1000		MARINES MINOR SERVICES OF NAVIES BIBLIOGRAPHY & LIBRARY SCIENCE LIBRARIES & LIBRARY SCIENCE							

FIGURE 16 (Concluded)

WEEKLY CIRCULATION REPORT

MONTHLY CIRCULATION BREAKDOWN							
TOTAL MONTHLY CIRCULATION _____							
Class. #	Description	Number of Items Per Week					Percentage of Total Circulation
		Week 1	Week 2	Week 3	Week 4	Week 5	
Same as Weekly	Same as Weekly						

FIGURE 17
MONTHLY CIRCULATION REPORT

This report will be used by the Circulation Unit and Periodicals Section to determine use of the collection. The staff anticipated using the report for public relations purposes.

5.2 Readers' Services Branch Reports

Reports for the Readers' Services Branch will require additional information to that available in the files. This information is needed for the manpower report from Readers' Services to the Army Library Administration. The data is currently being tallied by individual librarians and cumulated by the section head for the monthly report. The following screens and printed reports represent an effort to meet reporting requirements easily. They should also yield useful information on the services provided by the Readers' Services Branch to various categories of users.

5.2.1 Reference Librarian's Summary of Days Activity

This is a work screen for the reference librarian. It requires her to input her name or ID, and the number of man hours she worked that day. The various types of reference activities are shown in the first column. Of these, only on-line searches are currently accounted for automatically. The proposed circulation system should provide information on bibliographies prepared from its data base, SDI profiles established and SDI reports sent. (Figure 18)

The screen calls for a breakdown according to patron class. This is considered critical for a picture both of service to other libraries and of usage by the various services.

This screen's input will generate the daily and weekly summaries that follow.

5.2.2 Daily Summary of Readers' Services Branch Activity

This is a summary of the Readers' Services Branch Activities for the previous day. It should be available on a screen throughout the day. The format of this report is shown in Figure 19. Its elements are all derived from data input by the individual reference librarians.

5.2.3 Weekly Summary of Readers' Services Branch Activity

Like the Weekly Summary of Circulation Activity, this report is available on the screen giving statistical information for the preceding week. It tabulates the number of reference actions per day and sums them for the week. The format for this screen is shown in Figure 20. The elements are derived from the daily input of the reference librarians.

5.3 Law Section Reports

The Law Section of the library currently is separated from the general collection; it maintains its own circulation system and tabulates its reference actions. Under the automated system law circulation will no longer be separate.

The reports that follow are those used by the Law Section.

5.3.1 Short-Term Loans to be Recalled

The format of this report and the data elements were shown in Figures 11 and A-11 respectively. Its purpose is to enable the law librarian to recall items loaned overnight (or for short periods).

DAILY SUMMARY OF READERS' SERVICES BRANCH ACTIVITY

(DATE - PREVIOUS DAY)

TOTAL MANHOURS EXPENDED _____

TYPE OF ACTIVITY

NUMBER OF ACTIONS

Short Questions Answered

 In Person

 By Phone

Lengthy Questions Answered
(Over 30 minutes)

 In Person

 By Phone

On-Line Searches

Bibliographies Prepared

 From Data Base

 From Other Than Data Base

SDI Profiles Established

SDI Reports Sent

Inter-Library Loan Requests
 Taken

FIGURE 19

DAILY SUMMARY OF READERS' SERVICES BRANCH ACTIVITY

WEEKLY SUMMARY OF REFERENCE ACTIVITY						
TYPE OF REFERENCE ACTIVITY	M	T	W	TH	F	TOTAL
Short Questions Answered in person by name						
Lengthy Questions (over 30 minutes) answered in person by phone						
On-Line Searches						
Bibliographies Prepared from data base(s) from other than data base(s)						
SDI Profiles Established						
SDI Reports Sent						
Interlibrary Loan Requests Taken						

FIGURE 20

5.3.2 Breakdown of Law Circulation

Figure 21 shows the breakdown by classification of law circulation. This is a monthly report this is analogous to the monthly breakdown of circulation. The categories represented by the classification numbers and the verbal descriptions represent the schedule for law developed by the Army Library.

The report contains a column for "in-house use." This information refers to items used in the Law Section and left on tables or carts. This is an optional category. The data elements are shown in Figure A-15.

5.4 Administrative Reports

Administrative Reports are those relating to the operation of the circulation system, that is the number and type of records added or deleted. This information is required not only to track conversion and retrospective cataloging, but also for the Monthly Activity Report.

The second type of report is the Monthly Manpower Report that contains information on the activities of all sections of the Readers' Services Branch.

These reports are detailed below.

5.4.1 Daily Report on System Activities

The Report on System Activities is a log of records added and deleted and is shown in Figure 22. It is to be available on the screen and may be printed if needed.

BREAKDOWN OF LAW CIRCULATION
(DAY'S DATE)

CLASSIFICATION NUMBER	DESCRIPTION	NUMBER OF ITEMS CHECKED OUT	IN-HOUSE USE*	TOTAL CIRCULATION
K	General			
KA 1 - 34.9	Const., Executive			
KA 35 - 43.9	Cong.-General, Debates			
KA 44 - 51.9	Bills, Digests, Calendars			
KA 52 - 54.9	Hearings			
KA 55 - 61.9	Reports, Docs., Comm. Prints			
KA 62 - 67.9	Cong. Misc.			
KA 70 - 89.9	Statutes and Codes			
KA 90 - 91.9	Special Laws by Subj.			
KA 92 - 99.9	Courts			
KA 100 - 104.9	Admin. Rules			
KA 110 - 116.9	U.S. Supreme Court Reports/Decision			
KA 120 - 138.9	Lower Court Reports/Decision			
KA 139 - 154.9	National Reporter System & Citators			
KA 155 - 162.9	Annotated Reports			

* NOT ALWAYS TAKEN

FIGURE 21
MONTHLY REPORT ON LAW CIRCULATION

BREAKDOWN OF LAW CIRCULATION
(DAY'S DATE)

CLASSIFICATION NUMBER	DESCRIPTION	NUMBER OF ITEMS CHECKED OUT	IN-HOUSE USE*	TOTAL CIRCULATION
KA 164 - 164.9	Digests			
KA 170 - 174.9	Adm. Law			
KA 175	State Material			
KC 1 - 4.9	General Treatise			
KC 5 - 9.9	Admin. of Justice			
KC 10 - 14.9	Administrative Law			
KC 15 - 19.9	Agency Law			
KC 20 - 24.9	Air Law			
KC 25 - 29.9	Arbitration and Award			
KC 30 - 34.9	Atomic Energy			
KC 35 - 39.9	Bailments			
KC 40 - 44.9	Bankruptcy			
KC 45 - 49.9	Banks and Banking			
KC 50 - 53.9	Bills and Notes			
KC 54 - 54.9	Business Law			

* NOT ALWAYS TAKEN

FIGURE 21 (Continued)
MONTHLY REPORT ON LAW CIRCULATION

BREAKDOWN OF LAW CIRCULATION
(DAY'S DATE)

<u>CLASSIFICATION NUMBER</u>	<u>DESCRIPTION</u>	<u>NUMBER OF ITEMS CHECKED OUT</u>	<u>IN-HOUSE USE*</u>	<u>TOTAL CIRCULATION</u>
KC 55 - 59.9	Business and Professions			
KC 60 - 64.9	Carriers, Common			
KC 65 - 69.9	Communications			
KC 70 - 74.9	Comparative Law			
KC 75 - 79.9	Conflict of Law			
KC 80 - 84.9	Constitutional Law			
KC 85 - 94.9	Contracts			
KC 95 - 104.9	Criminal Law			
KC 105 - 106.9	Damages			
KC 107 - 107.9	Data Processing			
KC 110 - 114.9	Domestic Relations			
KC 115 - 119.9	Election Law			
KC 120 - 124.9	Equity			
KC 125 - 129.9	Evidence			
KC 130 - 134.9	Food, Drug and Cosmetics			

* NOT ALWAYS TAKEN

FIGURE 21 (Continued)
MONTHLY REPORT ON LAW CIRCULATION

BREAKDOWN OF LAW CIRCULATION (DAY'S DATE)				
CLASSIFICATION NUMBER	DESCRIPTION	NUMBER OF ITEMS CHECKED OUT	IN-HOUSE USE*	TOTAL CIRCULATION
KC 135 - 139.9	Health, Ed. & Welfare, Private			
KC 140 - 144.9	Health, Ed. & Welfare, Pub.			
KC 145 - 149.9	Immigration and Nat.			
KC 150 - 151.9	Indians			
KC 152 - 154.9	Insurance			
KC 155 - 159.9	Jurisprudence			
KC 160 - 164.9	Labor			
KC 165 - 169.9	Law, History of			
KC 170 - 174.9	Liquor Laws			
KC 175 - 179.9	Maritime Law			
KC 180 - 184.9	Medical Jurisprudence			
KC 185 - 189.9	Mines and Mining			
KC 190 - 194.9	Mortuary Law			
KC 195 - 199.9	Motor Vehicle			
KC 200 - 204.9	Municipal Corp.			

* NOT ALWAYS TAKEN

FIGURE 21 (Continued)
MONTHLY REPORT ON LAW CIRCULATION

BREAKDOWN OF LAW CIRCULATION
(DAY'S DATE)

CLASSIFICATION NUMBER	DESCRIPTION	NUMBER OF ITEMS CHECKED OUT	IN-HOUSE USE*	TOTAL CIRCULATION
KC 205 - 206.9	National Defense			
KC 207 - 209.9	Natural Resources			
KC 210 - 214.9	Oil and Gas Law			
KC 215 - 219.9	Partnership Law			
KC 220 - 224.9	Patents and Copyrt.			
KC 225 - 229.9	Practice and Procedure			
KC 230 - 234.9	Property, Personal			
KC 235 - 239.9	Property, Real			
KC 240 - 244.9	Public Lands			
KC 245 - 249.9	Public Officers			
KC 250 - 254.9	Public Utilities			
KC 255 - 259.9	Sales			
KC 260 - 264.9	Securities and Bonds			
KC 265 - 269.9	Statutory Construction			
KC 270 - 274.9	Streets and Highways			

* NOT ALWAYS TAKEN

FIGURE 21 (Continued)
MONTHLY REPORT ON LAW CIRCULATION

BREAKDOWN OF LAW CIRCULATION
(DAY'S DATE)

CLASSIFICATION NUMBER	DESCRIPTION	NUMBER OF ITEMS CHECKED OUT	IN-HOUSE USE*	TOTAL CIRCULATION
KC 275 - 279.9	Surety and Guaranty			
KC 280 - 284.9	Tariff			
KC 285 - 289.9	Taxation			
KC 290 - 294.9	Torts			
KC 295 - 299.9	Trade Regulation			
KC 300 - 304.9	Trusts			
KC 305 - 309.9	Veterans			
KC 310 - 314.9	Waters and Water Rights			
KC 315 - 319.9	Wills and Estates			
KC 320 - 324.9	Workmen's Compensation			
KC 325 - 329.9	Zoning and Planning			
KM -	Military Law			

TOTAL MONTHLY CIRCULATION

* NOT ALWAYS TAKEN

FIGURE 21 (Concluded)
MONTHLY REPORT ON LAW CIRCULATION

DAILY REPORT ON SYSTEM ACTIVITIES

(DAY'S DATE)

RECORDS ADDED

NUMBER
OF ITEMS

PATRON RECORDS
CIRCULATION RECORDS

MONOGRAPHS
SERIALS
LAW ITEMS

RECORDS DELETED

BIBLIOGRAPHIC
PATRON

OTHER ACTIVITIES

BY CATALOGING
DEPARTMENT

BY SYSTEM
MONITOR

TOTAL

OCLC RECORDS BARCODED
RETROSPECTIVE CATALOGING
NEW BOOK CATALOGING

FIGURE 22

DAILY REPORT ON SYSTEM ACTIVITIES

The report also asks for information on which records represent new books, which are retrospective cataloging and what OCLC records have generated bar code labels.

5.4.2 Weekly Summary of System Activities

Figure 23 shows the Weekly Summary of System Activities. It follows the same format as the Daily Report. The preceding week's activity is available on a screen on demand. The daily and weekly information will be printed in the Monthly Activity Report.

5.4.3 The Monthly Activity Report

The report furnished by Readers' Services Branch states the activities daily with weekly cumulations for a given month. It combines the activities of the Circulation, Periodicals, Law and Reference Sections. The format for this report is shown in Figure 24.

<u>WEEKLY REPORT ON SYSTEM ACTIVITIES</u>			
(DAY'S DATE)			
<u>RECORDS ADDED</u>		<u>NUMBER OF ITEMS</u>	
PATRON RECORDS			
CIRCULATION RECORDS			
MONOGRAPHS			
SERIALS			
LAW ITEMS			
<u>RECORDS DELETED</u>			
BIBLIOGRAPHIC			
PATRON			
<u>OTHER ACTIVITIES</u>	<u>BY CATALOGING DEPARTMENT</u>	<u>BY SYSTEM MONITOR</u>	<u>TOTAL</u>
OC LC RECORDS BARCODED			
RETROSPECTIVE CATALOGING			
NEW BOOK CATALOGING			

FIGURE 23

WEEKLY REPORT ON SYSTEM ACTIVITIES

ACTIVITY	FIRST WEEK					SECOND WEEK					THIRD WEEK					FOURTH WEEK					FIFTH WEEK					TOTAL
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
CIRCULATION:																										
Check-ins																										
Check-outs																										
Renewals																										
Reserves Placed																										
Overdue Notices Sent																										
Delinquent Borrower Letters Sent																										
Books Shelved																										
Shelves Read																										
INTERLIBRARY LOAN:																										
Loans to Other Libraries																										
Non-returnable Items																										

FIGURE 24
MONTHLY ACTIVITY REPORT

ACTIVITY	FIRST WEEK							SECOND WEEK							THIRD WEEK							FOURTH WEEK							FIFTH WEEK							TOTAL
	M	T	W	TH	F	SAT	SUN	M	T	W	TH	F	SAT	SUN	M	T	W	TH	F	SAT	SUN	M	T	W	TH	F	SAT	SUN	M	T	W	TH	F	SAT	SUN	
TOTAL																																				
Items Borrowed																																				
REFERENCE:																																				
Short Questions Answered																																				
Lengthy Questions Answered																																				
On-line Searches																																				
Bibliographies Prepared																																				
(a) From data bases																																				
(b) Manually																																				
SDI Profiles Established																																				
SDI Reports Sent																																				

FIGURE 24 (Continued)

MONTHLY ACTIVITY REPORT

ACTIVITY	FIRST WEEK					SECOND WEEK					THIRD WEEK					FOURTH WEEK					FIFTH WEEK					TOTAL
	M	T	W	TH	F	TOTAL	M	T	W	TH	F	TOTAL	M	T	W	TH	F	TOTAL	M	T	W	TH	F	TOTAL		
Inter-Library Loan Requests Taken																										
SYSTEM ACTIVITIES:																										
Records Added																										
Records Deleted																										
OCIC Records Barcoded																										
Retrospective Cataloging (By System Monitor)																										

FIGURE 24 (Concluded)
MONTHLY ACTIVITY REPORT

6.0 MANAGEMENT REPORTS: YEARLY

In addition to reports for the day-to-day operation of the library there are yearly status reports, yearly cumulations of statistics and a yearly report on library usage.

6.1 Status Reports

The end of the year requires an accounting of patrons and items. There are patrons whose privileges have expired during the year and have not been renewed; other patrons will be put on inactive status if their privileges are not exercised for two years. The library would also like a yearly account of lost books and a report of items on extended loan. Formats and matrices for these reports are given below.

6.1.1 List of Patrons Whose Privileges Have Expired

Students and contractors have borrowing privileges limited by the end of the school term and the expiration date of their contractor, respectively. Many of these patrons are eligible for renewal, but they must supply the necessary paperwork. (Currently contractors are required to submit a letter every year supplying the contract number, its expiration date and the point of contact.) This list will help the library identify patrons whose privileges have expired and where there is a long-standing contractual relationship, the Army Library will be able to notify the contact person to renew the borrowing privileges. The format for the report is shown in Figure 25. Data elements are matched in Figure A-16. The patron ID will

LIST OF BORROWERS WHOSE PRIVILEGES HAVE EXPIRED				
PATRON ID	NAME	TELEPHONE NUMBER	CONTACT PERSON*	DATE PRIVILEGES EXPIRED
<p>* For Contractor's Library</p>				

FIGURE 25
LIST OF BORROWERS WHOSE PRIVILEGES HAVE EXPIRED

indicate whether the patron is a student or a contractor. Since most of the contractors order through the company library, this report calls for the name of the contact person or librarian for interlibrary loan.

6.1.2 List of Inactive Patrons

It is library policy to purge the system of patrons who have not exercised their borrowing privileges in over two years. This report gives the names of patrons purged at the end of a given year. It is kept primarily for back-up. (See Figure 26).

6.1.3 List of Lost Items

The List of Lost Items is generated at the end of the year or as needed. It is concerned primarily with monographs because there are always multiple copies of periodicals. Monographs are arranged by call number. The date of publication, the number of recorded uses, and the existence (or non-existence) of multiple copies are all factors in determining whether a replacement copy should be purchased. Periodicals are arranged alphabetically by title. The volume number is included for bound periodicals.

The existence of multiple copies is not available in the data base.

The report also gives a summary of the number of lost books reported each month and a total for the year. (See Figure 27).

LIST OF INACTIVE PATRONS

(DATE)	PATRON RANK	PATRON NAME	DATE OF RECORD ENTRY	DATE LAST USED
--------	----------------	----------------	----------------------------	----------------------

Total Inactive Patrons

FIGURE 26

LIST OF INACTIVE PATRONS

<u>LIST OF LOST ITEMS</u>														
(DATE)														
<u>MONOGRAPHS</u>														
<u>CALL NUMBER</u>	<u>AUTHOR/TITLE</u>	<u>DATE OF PUBLICATION</u>	<u>DATE REPORTED LOST</u>	<u>NUMBER OF USES RECORDED</u>	<u>NUMBER OF MULTIPLE COPIES</u>									
<u>SERIALS</u>														
<u>TITLE</u>	<u>VOLUME/ISSUE/PART</u>	<u>DATE REPORTED LOST</u>	<u>NUMBER OF USES RECORDED</u>	<u>NUMBER OF MULTIPLE COPIES</u>										
SUMMARY:														
NUMBER OF														
LOST BOOKS														
REPORTED														
		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL

FIGURE 27

LIST OF LOST ITEMS

6.1.4 List of Items on Extended Loan

This report is essentially for inventory. It lists those items (usually monographs) that have been checked out to VIPs. It is arranged by call number. A critical piece of information is the number of additional copies; if the item checked out is of current publication and the library's sole copy, it may need to be recalled. Therefore, the patron's name (including rank) and telephone numbers are required for the report. (See Figure 28).

6.2 Summary of Readers' Services Activities For The Year

The Summary of Readers' Services Activities is a year-end compilation of the monthly inputs to the Army Library's Activity Report. It shows activities broken down by section for each month and a cumulation for the year. The format is shown in Figure 29; the activities listed are identical to those in Figure 24.

6.3 Usage Reports

These reports enable the staff to determine how the collection is being used and by whom. The following reports are included in this section.

- o Yearly Breakdown of Circulation by Classification.
- o Ranking of Periodicals by Usage.
- o List of Monographs Not Circulating.
- o Users' Survey.

(DATE)

**CALL
NUMBER**

AUTHOR/TITLE

DATE OF PUBLICATION

DATE	CHECKED	OUT

**NUMBER OF
ADDITIONAL
COPIES**

PATRON
(NAME &
RANK)TELEPHONE
NUMBER

NUMBER OF ITEMS ON EXTENDED LOAN

FIGURE 28

LIST OF ITEMS ON EXTENDED LOAN

SUMMARY OF READERS' SERVICES ACTIVITIES FOR THE YEAR												
(DATE)												
ACTIVITY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SAME AS												
												TOTAL

FIGURE 29
SUMMARY OF READERS' SERVICES FOR THE YEAR

6.3.1 Yearly Breakdown of Circulation by Classification

This report shown in Figure 30, gives monthly and yearly figures for circulation of items in the classification categories established by the Army Library. It also gives a yearly figure for internal circulation, check-outs, and a combined total of both.

6.3.2 Report on Non-Circulating Material

The purpose of this report is to identify items of low demand that might be weeded from the collection. However, failure to circulate is not the only criterion for removal. Military items are always retained for historical value.

The report is organized according to call number. For each item the author, title, publication date, and date last used are required. The report also calls for the number of items in a classification category that are non-circulating. For the purposes of this report Library of Congress letters A-Z will be used without further subdivision. The format of the report is shown in Figure 31, the data elements in Figure A-20.

6.3.3 Ranking of Periodicals by Use

This report requires information about titles rather than items. Periodicals are divided into four classes.

- o Military, English language
- o Military, Foreign language
- o Non-military, English language
- o Non-military, Foreign language

and ranked within each category in descending order of use.

REPORT ON NON-CIRCULATING MATERIAL					
(Arranged according to classification number)					
CALL NUMBER	AUTHOR/TITLE	(DATE)		NUMBER OF ITEMS PER CLASSIFICATION CATEGORY	TOTAL
		PUBLICATION DATE	DATE LAST USED		
MONOGRAPHS					
A					
O					
O					
O					
SUBTOTAL FOR A CLASSIFICATION					
B					
O					
O					
F					
O					
O					
Z					
TOTAL MONOGRAPHS NOT CIRCULATING					

"Use" is defined as total circulation, that is, the number of times an item was checked out of the library and the number of times it was used within the library. This internal use requires a separate register not presently planned for. "Use" also refers to the total usage for all issues and copies of issues for that title.

The format is shown in Figure 32 and the data elements (for the item, not the title) are matched in Figure A-21.

6.3.4 The Users Survey

This survey focuses on the various types of patrons served by the Army Library and examines how they use library services. Patrons or borrowers are classed as regular active duty military, retired military, libraries and other. Military borrowers include Army, Air Force, Marine, Navy and DoD civilian personnel. Military and civilian employees of the Office of the Secretary of Defense (OSD) and the Joint Chiefs of Staff (JCS) are treated separately. Libraries include Army, other military, Federal (excluding military), contractor, and other. These "other libraries" could be college or university, or special libraries that do not have a contractor relationship to the military. These categories are constant across the reports that make up the User Survey. These reports are as follows:

- o Report on Registered Borrowers.
- o Report on Non-Users.
- o Report on Usage-Circulation.
- o Report on Usage - Reference.

RANKING OF PERIODICALS BY USE (Arranged in descending order)					
TYPE	RANK	TITLE	AMOUNT OF INTERNAL CIRCULATION	NUMBER OF TIMES CHECKED OUT	TOTAL USAGE
MILITARY, ENGLISH LANGUAGE:	1 . .				
MILITARY, FOREIGN LANGUAGE:	1				
NON-MILITARY, ENGLISH LANGUAGE:	1				
NON-MILITARY, FOREIGN LANGUAGE:					

FIGURE 32

RANKING OF PERIODICALS BY USE

6.3.4.1 Report on Registered Borrowers. This section of the Users Survey breaks down the number of registered borrowers by service and rank. (See Figure 33). The ranks, which are represented by I through VI, represent flag officers, field grade officers to enlisted men, and the corresponding GS ranks. The ranks will have to be aggregated since Major, Lt. Col. and Colonel, for example, are all Rank III. This rank assignment is to be reflected in the design of the patron's bar coded ID number.

6.3.4.2 Report on Non-Users. This report groups the non-users by service and rank. The format is shown in Figure 34.

6.3.4.3 Report on Usage - Circulation Breakdown. The Circulation Breakdown requires information on what a patron uses - monographs, serials or law items. At present the patron record contains only the total uses and does not distinguish the type of material. The format is shown in Figure 35.

6.3.4.4 Report on Usage - Reference. The information for this report is gleaned from the individual reference librarian's Summary of Reference Activity. The categories of reference actions are taken from that report. For the format see Figure 36.

USERS SURVEY REPORT ON REGISTERED BORROWERS								
						NUMBER		
PATRON RECORDS AT BEGINNING OF THE YEAR								
PATRON RECORDS ADDED								
PATRON RECORDS DELETED								
CURRENT NUMBER OF REGISTERED BORROWERS								
TYPE OF BORROWER	TOTAL FOR EACH CATEGORY	2 OF REGISTERED BORROWERS	ACCORDING TO RANK					
			I	II	III	IV	V	VI
REGULAR MILITARY								
ARMY								
AIR FORCE								
MARINE								
NAVY								
DoD CIVILIAN								
OSD								
JCS								
RETIRED MILITARY								
ARMY								
AIR FORCE								
MARINE								
NAVY								
OTHER BORROWERS								
STUDENTS								
TEMPORARY								
LIBRARIES (TOTAL ILL)								
ARMY								
OTHER MILITARY								
FEDERAL (EXCLUDING MILITARY)								
CONTRACTOR								
MISC.								

FIGURE 33
USERS SURVEY: REPORT ON REGISTERED BORROWERS

NUMBER

NUMBER OF REGISTERED BORROWERS
NUMBER OF NON-USERS (Registered borrowers who have not checked items
out of the library during the year)
NON-USERS AS A PERCENT OF REGISTERED BORROWERS

TYPE OF BORROWER	# OF NON-USER FOR EACH CATEGORY	% OF NON-USERS	ACCORDING TO RANK					
			I	II	III	IV	V	VI
REGULAR MILITARY								
ARMY								
AIR FORCE								
MARINE								
NAVY								
DoD CIVILIAN								
OSD								
JCS								
RETIRED MILITARY								
ARMY								
AIR FORCE								
MARINE								
NAVY								
OTHER BORROWERS								
STUDENTS								
TEMPORARY								
LIBRARIES (TOTAL ILL)								
ARMY								
OTHER MILITARY								
FEDERAL (EXCLUDING MILITARY)								
CONTRACTOR								
MISCELLANEOUS								

FIGURE 34
USERS SURVEY: REPORT ON NON-USERS

NUMBER

NUMBER OF ITEMS CIRCULATING
NUMBER OF MONOGRAPHS CIRCULATING
NUMBER OF SERIALS CIRCULATING
NUMBER OF LAW ITEMS CIRCULATING

[illegible]

FIGURE 35
USERS SURVEY: REPORT ON USAGE - CIRCULATION BREAKDOWN

USERS SURVEY							
REPORT ON USAGE - REFERENCE							
TYPE OF BORROWER	NUMBER OF REFERENCE ACTIONS	SHORT QUESTIONS	LENGTHY QUESTIONS	BIBLIO- GRAPHIES	ON-LINE SEARCHES	SDJ PROFILES	SDI REPORTS
<u>REGULAR MILITARY</u>							
ARMY							
AIR FORCE							
MARINE							
NAVY							
<u>DoD CIVILIAN</u>							
OSD							
JCS							
<u>RETIRED MILITARY</u>							
ARMY							
AIR FORCE							
MARINE							
NAVY							
<u>OTHER BORROWERS</u>							
STUDENTS							
TEMPORARY							
<u>LIBRARIES</u>							
ARMY							
OTHER MILITARY							
FEDERAL (Ex- cluding military)							
CONTRACTOR							
MISCELLANEOUS							
TOTAL FOR EACH CATEGORY							

FIGURE 36
USERS SURVEY: REPORT ON USAGE - REFERENCE

7.0 MISCELLANEOUS REPORTS

There are two yearly reports that must be prepared by the Army Library that either relate to the use of the circulation system or for which circulation statistics are required. These reports are the Survey of Federal Libraries, and the Yearly Report in Compliance with the Privacy Act.

7.1 The Survey of Federal Libraries

This survey is an extensive form which requests information on holdings, staffing, extent of automation, etc. Its format is not fixed. The following elements could be obtained from the circulation and management statistics.

- Number of volumes (excluding bound periodicals). This will be available only when conversion is complete.
- Number of bound periodicals.
- Total circulation of all materials to library users.
- Interlibrary loans provided to other libraries.
- Interlibrary loans received.
- Reference transactions per typical week (from Manpower Reports).
- On-line reference transactions per typical week.

If title information is available, it is requested for the number of monograph titles, periodical titles and technical reports.

7.2 Privacy Act Requirements

The Army Libraries as a group have filed a request to collect information for patron cards and patron records. Presumably the reporting requirements (how many people required access to these records other than usual staff) will be waived.

8.0 SUMMARY

Table I is a summary of the reports required by the Army Library. It is arranged by category (correspondence, patron or management reports), and indicates the frequency, format and use of each report. Missing data elements and explanatory notes have been included. The matrices which match report elements against record data elements follow in Appendix A.

This chapter specifically discusses data elements missing from the preliminary record design and their importance for the library; it also summarizes the transactions the library wishes to monitor. And finally, the question of flexibility and change in reporting needs is addressed.

8.1 Data Elements

In general, required data for reports can be extracted from the records as currently designed. A list of missing elements follows:

- o language,
- o designation as military or non-military,
- o key word descriptors (optional),
- o publisher and place of publication
- o pagination, and
- o date of record entry.

Designation of a periodical as military or non-military, and of language may be added to the main record. Language is an important item characteristics for libraries other than the Army Library. Use

TABLE I
SUMMARY TABLE OF REPORTS FOR ARMY LIBRARY

NAME OF REPORT	FREQUENCY	WHEN GENERATED	FORMAT	DISTRIBUTED TO	USE	REPORT ELEMENTS MISSING	NOTES
CORRESPONDENCE: COURTESY NOTICE	each week alphabetically by patron last name	1/4 patrons each week if item is overdue	Letter with Army Library Heading	Patrons with overdue books	To remind patrons to re- turn books		Overdue items to be noted with asterisk
ALTERNATE OVERDUE NOTICE	Daily	One week after item falls overdue	Letter with Army Library Heading	Patrons with overdue books	Same as above	Number of times a partic- ular item is reported overdue	All items due and a date should appear in one notice. OPTIONAL
DELINQUENT BORROWERS LETTER	Monthly	After an item is several months over- due	Letter with Army Library Heading	Patrons with overdue books	Same as above		
INTERLIBRARY LOAN STATUS REPORT	Monthly		Printout with Army Library Heading	Libraries who have borrowed books on inter- library loan			
RESERVE NOTICES		Whenever an item re- turned has a reserve posted	Letter with Army Library Heading	Patrons	To notify them of items on reserve		Optional for Army Library
INVENTORY REPORT FOR ITEMS ON EXTENDED LOAN	Monthly		Letter with Army Library Heading	VIP Patrons	Inventory control and to retrieve items no longer needed		Date due may read "extended loan"

TABLE 1 (Continued)

NAME OF REPORT	FREQUENCY	WHEN GENERATED	FORMAT	DISTRIBUTED TO	USE	REPORT ELEMENTS / SING	NOTES
RECEIPT FOR CHECK- IN MANAGEMENT REPORTS		At patron request		Patrons			Optional for Army Library
LIST OF SHORT-TERM LOANS	Daily	Early morning	3 separate sections	Serials Law Circulation Sections	To retrieve items loaned overnight or for short notices		Date checked out for date last used
PATRON LIST	Weekly		Printed, alphabetical by patron last name	Circulation desk	Backup for system failure	Reason for denial of service	Associated messages give reason for denial of service
LIST OF MISSING ITEMS	Monthly		Printed, arr by call #	Circulation section	For searching shelves for missing items	Dates on which item is searched	
DAILY CIRCULATION SUMMARY	Daily	On demand	Screen	N/A	Input to monthly manpower report	(1) Internal circulation (2) Identification of non- returnable items	
WEEKLY CIRCULATION SUMMARY	Weekly	On demand	Screen	N/A	Input to monthly manpower report		
WEEKLY BREAKDOWN OF CIRCULATION	Weekly	End of the week/ beginning of follow- ing week	Printed		(1) To determine usage of the collection by classification (2) Input to yearly study	(1) Description of classi- fication categories (2) Identification of serials as military, English language mili- tary, foreign language non-military, English non-military, foreign (Same as above)	
MONTHLY BREAKDOWN ON CIRCULATION	Monthly	End of the calendar month	Printed		Same as above		

TABLE 1 (Continued)

NAME OF REPORT	FREQUENCY	WHEN GENERATED	FORMAT	DISTRIBUTED TO	USE	REPORT ELEMENTS MISSING	NOTES
REFERENCE LIBRARIAN'S SUMMARY OF DAY'S ACTIVITY	Daily	End of day	Screen for inputting information	N/A	Input to manpower report		
DAILY SUMMARY OF REFERENCE ACTIVITY	Daily	On demand	Screen	N/A	(Same as above)		
MONTHLY REPORT ON LAW CIRCULATION	Monthly	End of calendar month	Printed	Law Section	To determine	Description of classification category	
DAILY REPORT ON SYSTEM ACTIVITY	Daily	On demand	Screen	N/A	Input to monthly manpower report	Need to distinguish between new items being catalogued and retrospective cataloging	
WEEKLY REPORT ON SYSTEM ACTIVITY	Weekly	On demand	Screen	N/A	Input to monthly manpower report		
MONTHLY MANPOWER REPORT	Monthly	End of the month	Printed list	Library Supervisor	Required for Army		
LIST OF PATRONS WHOSE PRIVILEGES HAVE EXPIRED	Every year for those		Printed list	ILL desk	Will be used to remind patrons to renew privileges and update information		For ILL contractor librarian only
LIST OF INACTIVE PATRONS	Every 2 years	End of the year	Printed list	Archives	For records only - once file is purged		

TABLE 1 (Continued)

NAME OF REPORT	FREQUENCY	WHEN GENERATED	FORMAT	DISTRIBUTED TO	USE	REPORT ELEMENTS MISSING	NOTES
LIST OF LOST BOOKS	Every year	End of the year	Printed list	Section group	May be used to purchase replacements	(1) Number of multiple copies (2) Date reported lost	
LIST OF ITEMS ON EXTENDED LOAN	Every year	End of the year	Printed list		For inventory	Number of multiple copies	
YEARLY SUMMARY OF READERS SERVICES	Every year	End of the year	Printed list	Library supervisor		ALL - Generated from reference librarian's daily input	
YEARLY BREAKDOWN OF CIRCULATION BY CLASSIFICATION (INCLUDE LAW)	Yearly	End of the year	Print		Help determine usage of collection	(1) Internal circulation (2) Classification descriptions	
REPORT ON NON-CIRCULATING MATERIAL	Yearly	End of the year	Print		For weeding and review of selection procedures		
RANKING OF PERIODICALS BY USE	Yearly	End of the year	Print		For review of subscriptions	(1) Type of periodical (bar-code may carry title) (2) Really need title information	
USERS SURVEY REGISTERED BORROWERS	Yearly	End of the year	Print	Library supervisor	Funding Public relations	(1) Rank groupings I-VI (may be in bar-code)	

TABLE 1 (Concluded)

NAME OF REPORT	FREQUENCY	WHEN GENERATED	FORMAT	DISTRIBUTED TO	USE	REPORT ELEMENTS MISSING	NOTE
USERS SURVEY NON-USERS		(SAME AS ABOVE)					
USERS SURVEY USAGE-CIRCULATION BREAKDOWN							
USERS SURVEY USAGE-REFERENCE							
REPORTS FOR PATRONS BIBLIO. RAPIDS	Monthly	At intervals	Uses biblio- graphic citations	Patrons	(1) To encourage use of collection (2) Provide a users service	from daily Reference screen (1) Publishing information or city of publication and publisher. (2) For serials-author, article title (3) Pagination	
CURRENT AWARENESS- NEW ACQUISITIONS	Monthly	Beginning of month	Uses biblio- graphic citations	Patrons		(1) Must identify NEW items catalogued (2) Bibliographic - city, publisher (3) Pagination	
ALL REPORTS	Depends on profile		Uses biblio- graphic citations	Patrons		(1) Bibliographic (name as above) (2) Pagination (3) Possibly a category for added descriptors.	

AD-A135 918

REPORTING REQUIREMENTS FOR THE ARMY LIBRARY(U) MITRE
CORP MCLEAN VA METEER DIV J S LOVELACE 30 NOV 78
WP-13518 LHCBC-CR-81-12 N01-LM-6-4753

2/2

UNCLASSIFIED

F/G 5/2

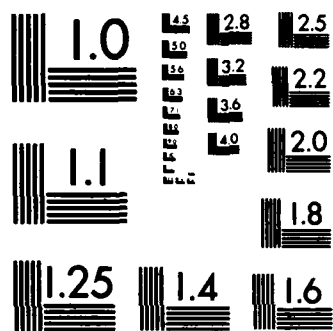
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MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

grammars, dictionaries, as well as foreign language material interspersed throughout the general collection, is frequently unknown or not evaluated.

The number of multiple copies of a title is useful both for weeding and for determining if lost items should be replaced. This information may be available if the main record for the title contains a list of the codes for the individual item activity records. However, such a system would not distinguish volumes in a set from multiple copies.

The most serious deficiencies are in the bibliographic reports. The main record currently lacks such standard bibliographic information as publisher and place of publication but these are easily supplied. The Army Library now supplies pagination for bibliographic entries and would like to continue to do so. The length of an item is an important criterion for some patrons. An enhancement would be the assignment of controlled descriptors; this would be valuable for SDI reports where topics are more narrowly defined than are Library of Congress subject headings. The current awareness reports might require a date for record entry to identify new acquisitions. (This would also be useful for tracking an item's usage over a period of years.)

8.2 The Transaction Log

Three reports - the Summary of Circulation Activity (Figure 15), the Report on System Activity (Figure 23), and the Monthly Activity

Report (Figure 24) - define the types of activities the library administration wishes to monitor. Most of these activities are self-explanatory and will be monitored by the system as designed. A few require some explanation; these are as follows:

- o internal circulation,
- o circulation of non-returnable items,
- o number of overdue books returned, and
- o reference activities.

Internal circulation involves tracking materials used within the library, for example, reference books or periodicals in a reading room. Any library that restricted circulation, particularly if the staff accessed items for the patrons, would like a measure of this service separate from the general circulation statistics.

Circulation of non-returnable materials may become more important as copyright legislation is revised. Most, but not all, of the non-returnable items are photocopies of articles. The remainder is ephemeral material not controlled by the library.

The Army Library would like a count of how many items returned each day are overdue. At present, overdue books are a problem and the library administration wishes to evaluate the policy of sending out overdue and courtesy notices. This need, however, is not restricted to that particular use. The borrowing period for books should be evaluated not only in general, but also for specific items.

Some item or classes of items may require a longer borrowing period and since this system is flexible enough to permit variable loans, there should be a way of tracking overdues.

The reference activities, as noted previously require a daily input from the reference librarians. The daily screen and the weekly report derived from it reflect services currently provided. As services are added it will become necessary to modify this part of the reporting system.

8.3 Other Considerations

As recorded here, the requirements reflect a static set of reports. As the library administration begins to collect and evaluate these statistics, it may recognize additional reports are needed both for control and for evaluation of library services. Even within current reports, changes in format should be anticipated; for example, the breakdown of circulation by classification reflects current subject areas of interest. After the system is in operation it may be discovered that some of these categories have such low circulation that they could be combined. Similarly a section of the collection may expand and need to be tracked separately.

There is a need, therefore, to make the reporting capabilities more flexible, both in terms of content and format. One way to do this would be to provide the capability to set up (and change) its own descriptions for both the collection and its patrons. This could be evaluated and, if necessary, changed over time.

There is a similar concern with report formats. It is probable that only a piece of a current report might be required; for example, services to other libraries could be extracted from the users' report. Also, the arrangement of data could be changed; the circulation report could be structured to rank classification categories according to their circulation.

A reports generator has been discussed as part of the Integrated Library System. Because reporting needs can be expected to change it is an option that should be explored further.

APPENDIX A
REPORT MATRICES



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[illegible]

REPORT ELEMENT	FILE ELEMENT	LC CARD #	ISBN	ISSN	LOCAL CALL. #	(AUTHOR) MAIN ENTRY	TITLE STATEMENT	DATE OF PUBLICATION	SERIES STATEMENT, CORP	SUBJECT HEADING
CIRCULATION ITEM MAIN RECORD										
IDENTIFICATION AS NEW ITEM*										
SUBJECT										✓
AUTHOR						✓				
PUBLISHER*										
PUBLICATION DATE								✓		
PAGINATION*										
CALL NUMBER						✓				

FIGURE A-9

CURRENT AWARENESS REPORTS MATRIX

FILE ELEMENT	REPORT ELEMENT	PATRON RECORD																								
		NAME	TYPE	RANK OR TITLE	SERVICE	AGENCY SYMBOL	WORK ADDRESS	WORK PHONE	ROOM NUMBER	DATE OF RECORD ENTRY	SDI PROFILE	EXPIRATION	SUBJECT IN SDI	DATE LAST USED	HOME ADDRESS	HOME PHONE	CONTACT	DATE CONTRACT EXPIRES	SCHOOL AFFILIATION	DATE SCHOOL EXPIRES	POINT OF CONTACT	BAR CODE I.D. #	MESSAGES	LOAN PERIOD	TOTAL USES	
A. VALID PATRONS	LIST OF PATRONS																									
	(DATE)																									
	PATRON NAME																									
	PATRON RANK																									
	PATRON ID NUMBER																									
	WORK TEL. NUMBER																									
	BORROWING PRIVI- LEGES (TO BE RE- FLECTED IN THE CODE)																									
	ASSOCIATE MESSAGES																									
	B. DELINQUENT PATRONS																									
	PATRON NAME																									
PATRON RANK																										
PATRON ID NUMBER																										
WORK TEL. NUMBER																										
ASSOCIATED MES- SAGES (TO GIVE REASON FOR DE- LITIAL OF SERVICE)																										

FIGURE A-12
WEEKLY PATRON LIST MATRIX

2014

FILE ELEMENT	REPORT ELEMENT	ITEM ACTIVITY RECORD													COMPUTATIONS						
		ITEM ID	INTERNAL ID	VOL. #	ISSUE - PART #	TYPE OF ITEM	COPY #	REF. CIRC DIS.	CALL #	PUB. DATE	MAXIMUM LOAN PERIOD	STATUS CODE	DOE DATE	PATRON ID	DATE ITEM LAST USED	TOTAL # OF USES	TOTAL RESERVES	RESERVED FOR ASSOCIATED MESSAGES	TOTAL	SUBTOTAL	PERCENT
MONOGRAPHS	CLASSIFICATION CATEGORY																				
	NUMBER OF USES PER ITEM DURING TIME PERIOD																				
TOTAL	DAY																				
	WEEKLY																				
DESCRIPTION	SERIALS																				
	MILITARY, English																				
NON-MILITARY, English	MILITARY, Foreign																				
	NON-MILITARY, English																				
NON-MILITARY, Foreign	NON-MILITARY, Foreign																				

FIGURE A-14
WEEKLY CIRCULATION REPORT MATRIX

FILE ELEMENT	REPORT ELEMENT	DATE	CLASSIFICATION CATEGORY	DESCRIPTION	IN-HOUSE CIRCULATION	TOTAL
ITEM ID						
INTERNAL ID						
VOL. #						
ISSUE - PART #						
TYPE OF ITEM						
COPY #						
REF. CIRC DIS.						
CALL #						
PUR. DATE						
MAXIMUM LOAN PERIOD						
STATUS CODE						
DUE DATE						
PATRON ID						
DATE ITEM LAST USED						
TOTAL # OF USES						
TOTAL RESERVES						
RESERVED FOR ASSOCIATED MESSAGES						
TOTAL						
SUBTOTAL						
PERCENT						
COMPUTATIONS						
ITEM ACTIVITY RECORD						

FILE ELEMENT	REPORT ELEMENT	DATE	PATRON ID	NAME	TELEPHONE NUMBER	CONTACT PERSON	DATE PRIVILEGES EXPIRED
NAME							
TYPE							
RANK OR TITLE							
SERVICE							
AGENCY SYMBOL							
WORK ADDRESS							
WORK PHONE							
ROOM NUMBER							
DATE OF RECORD ENTRY							
SDI PROFILE							
REGISTRATION FILE							
SUBJECT IN SDI							
DATE LAST USED							
HOME ADDRESS							
HOME PHONE							
CONTACT							
DATE CONTRACT EXPIRES							
SCHOOL AFFILIATION							
DATE SCHOOL EXPIRES							
POINT OF CONTACT							
BAR CODE							
I.D. #							
MESSAGES							
LOAN PERIOD							
TOTAL USES							

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REPORT ELEMENT	FILE ELEMENT
DATE (NUMBER OF USES)	
CALL NUMBER	
AUTHOR	
TITLE	
DATE OF PUBLICATION	
DATE LAST USED	
SUBTOTAL	
TOTAL	
ITEM ID	
INTERNAL ID	
VOL. #	
ISSUE - PART #	
TYPE OF ITEM	
COPY #	
REF. CONC DIS.	
CALL #	
PUB. DATE	
MAXIMUM LOAN PERIOD	
STATUS CODE	
DUE DATE	
PATRON ID	
DATE ITEM LAST USED	
TOTAL # OF USES	
TOTAL RESERVES	
RESERVED FOR	
ASSOCIATED MESSAGE	
LC CARD #	
ISSN	
ISSN	
LOCAL CALL #	
(AUTHOR) MAIN ENTRY	
TITLE STATEMENT	
DATE OF PUBLICATION	
SERIES STATEMENT, CONT.	
SUBJECT READING	
TOTAL	
SUBTOTAL	
PERCENT	

FIGURE A-20
REPORT ON NON-CIRCULATING MATERIALS MATRIX

[illegible]

FIGURE A-21
RANKING OF PERIODICALS BY REAGE MATRIX

FILE ELEMENT	PATRON RECORD															COMPUTATIONS													
	NAME	TYPE	RANK OR TITLE	SERVICE	AGENCY SYMBOL	WORK ADDRESS	WORK PHONE	ROOM NUMBER	DATE OF RECORD ENTRY	SPI PROFILE	EXPIRATION FILE	SUBJECT IN SPI	DATE LAST USED	HOME ADDRESS	HOME PHONE	CONTACT	DATE CONTRACT EXPIRES	SCHOOL AFFILIATION	DATE SCHOOL EXPIRES	POINT OF CONTACT	DAN CODE	I.D. #	REFERENCES	LOAN PERIOD	TOTAL USES	TOTAL	SERIAL	PERCENT	
PATRON TYPE		✓																											
SERVICE			✓																										
RANK																													
TOTAL USES																													
SERIAL																													
MEMORANDUM																													
LOAN																													
TOTAL																													
PERCENT																													

FIGURE A-22
USERS STUDY MATRIX

FIGURE A-22 (Continued)

END

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